



CANNON BUILDING
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STATE OF DELAWARE
REAL ESTATE COMMISSION

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PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, August 1, 2019 at 9:30 a.m.

PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware

MINUTES FOR APPROVAL: August 8, 2019

MEMBERS PRESENT

Sal Sedita, Sussex County, Professional Member
Michael Rushe, Kent County, Public Member, Chairperson
Barbara Broadway, New Castle County, Public Member, Vice-Chairperson
Denise Tatman, Sussex County, Public Member
Judy Dean, Sussex County, Professional Member
Debbie Oberdorf, Kent County, Professional Member

MEMBERS ABSENT

Maggie Scarborough, Kent County, Professional Member
Juli Giles, New Castle County, Professional Member
Christine Steele, Sussex County, Professional Member

DIVISION STAFF

Eileen Kelly, Deputy Attorney General
Alison Warren, Administrative Specialist III

OTHERS PRESENT

CALL TO ORDER

Mr. Sedita called the meeting to order at 9:40 a.m.

REVIEW OF MINUTES

The Committee reviewed the minutes from the July 2, 2019 meeting. Ms. Broadway moved, seconded by Ms. Dean, to approve the July minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Proposed Revisions to the Real Estate Commission Education Guidelines

The Committee reviewed and discussed the proposed changes to section 13.0 - Continuing Education:

13.6 Audits – Audit notices sent to Salesperson and Associate Broker licensees shall also be sent to the that licensee's current Broker, where applicable

13.12.2 – A Licensee may submit for review and approval a request for up to 3 continuing education credits for advanced courses, such as, but not limited to, college courses and certifications by the National Association of Realtors. Such credits may satisfy Module 6 or 7.

13.12.3 - After a minimum of 3 renewal cycles, a Licensee may submit for review and approval a request for up to 18 continuing education credits for advanced courses, such as, but not limited to, college courses and certifications by the National Association of Realtors. Such credits may satisfy any continuing education module, other than Module 5.

13.13.1- Effective -----, in addition to meeting the continuing education requirements set forth in Section 13.0, all newly licensed individuals, other than individuals licensed by reciprocity, shall also complete the following twelve hours of education, specifically for new licensees, no later than 90 days after the date of issuance of the individual's license:

Ms. Broadway moved, seconded by Ms. Dean accept the proposed changes as revised. By unanimous vote, the motion carried.

The Committee also reviewed and discussed the following proposed Regulation changes:

2.0 Administration - Any Commission decision pursuant to this Section shall be subject to a written request for reconsideration. A request for reconsideration shall be submitted to the Commission no later than 30 days after the date of the letter setting forth the Commission's decision. The Commission's decision on a request for reconsideration is final and not subject to further review

3.4.4 - If the Commission denies a course or instructor application, the applicant may submit a written request for reconsideration to the Commission. Such request for reconsideration shall be submitted to the Commission no later than 30 days after the date of the denial letter. The Commission's decision on a request for reconsideration is final and not subject to further review.

5.14 & 10.0 – Instructor Qualifications

The instructor qualifications set forth in this Section apply to all instructors teaching salesperson pre-licensing, broker and continuing education courses. In addition:

10.1.1 Instructors teaching salesperson pre-licensing must also comply with the requirements of subsection 5.14.

10.1.2 Instructors teaching the broker course must also comply with the requirements of subsection 6.9.

6.9 Instruction:

6.9.1 The following three individuals, each of whom shall have at least five years' experience in their area of expertise, are required for instruction of the course:

6.9.1.1 a Delaware attorney who has been practicing in the area of Delaware real estate law or real estate transactions,

6.9.1.2 a practicing Delaware broker or Delaware associate broker, and

6.9.1.3 an individual knowledgeable in performing real estate business mathematics.

6.9.2 When a specialized topic is presented, it is encouraged that a specialist be used for that particular session, e.g., an environmentalist to cover environmental concerns including soil analysis, septic systems, etc.

6.9.2.1 No more than 20 hours of the 99 hour course may be taught by a specialist, and

6.9.2.2 At least one approved instructor must be present when the specialist is providing instruction.

6.9.3 Except for a mathematics instructor, prior to making application, an applicant for approval to teach pre-licensing must have either taught at least three Commission-approved continuing education

courses or obtained at least 60 positive instructor evaluations within the 5 years immediately preceding application.

6.9.4 Because there is some overlapping of material among the three major topics, it is desirable, where appropriate, that the course coordinator schedule a meeting of the instructors prior to orientation to: (1) coordinate the presentation of material, and (2) decide who will give major emphasis to specific topics.

9.10 Where the provider is a pre-licensing school, the administrator thereof is responsible to apply to the Delaware Department of Education for certification and to maintain such certification. Proof of current certification must be attached to the application for course approval submitted to the Education Committee.

9.11 Prior to admitting a student, and accepting payment of tuition, a pre-licensing school, for salespeople or brokers, shall provide the prospective student with written notice that a criminal history may impact or be a bar to licensure. The written notice shall include a copy of Commission Regulation 15.0, the list of crimes substantially related to the practice of real estate services. The school shall obtain written acknowledgment from the prospective student that the notice and Section 15.0 have been received and said written acknowledgment shall be retained by the school for at least one year. This Section applies to both traditional courses and distance prelicensing courses.

Ms. Broadway moved, seconded by Ms. Dean to approve the changes as amended. By unanimous vote the motion carried.

Review and Reconsider Course Provider Request(s)

Ms. Tatman moved, seconded by Ms. Broadway, to recommend approval of the following course provider applications as noted below. By unanimous vote, the motion carried.

1. Lead Your Way Solutions – Expanding Your Perspective – **approved**
2. Lead Your Way Solutions – The Motivating Power of Appreciation and Recognition – **approved**
3. Lead Your Way Solutions – Be a Communication Catalyst – **approved**
4. Lead Your Way Solutions – The Psychology of Personalities – **approved**

NEW BUSINESS

Update from Commission

Question from Ms. Hope were sent back from the Commission for a formal recommendation from the Education Committee:

- Can a student take the law portion online and combine it with the Sales and Math portion taught in person, totaling the full 99 hrs.? The Education Committee does not recommend the combination of online and classroom hours for the Sales Pre-Licensing course at this time.
- Can more than one attorney teach the Law portion of the pre-licensing course as long as they are approved instructors? The Committee sees no issue with multiple attorneys teaching the Law portion as long as they are approved instructors.

Review of Course Provider Application(s)

Mr. Rushe moved, seconded by Ms. Broadway, to recommend approval, contingent approval, denial, or tabling of the following course provider applications as noted below. By unanimous vote, the motion carried.

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The CE Shop, Inc.

e-pro Certification

Approved

Module(s): 7

Credit Hours: 12

Ethics at Work

Approved

Module(s): 2

Credit Hours: 3

Central Delaware Real Estate Academy

Delaware Real Estate Pre-Licensing

Approved

Module(s): Pre-Licensing

Credit Hours: 99

New Castle County Board of REALTORS

Realtor Safety & Self Defense

Approved

Module(s): 7

Credit Hours: 3

DHSA Programs for Homebuyers

Approved

Module(s): 7

Credit Hours: 3

Bigger, Better, Faster, More Changes to Real Estate Documents

Approved

Module(s): 3

Credit Hours: 3

Agency & Fair Housing – A Realtor's View

Approved

Module(s): 1

Credit Hours: 3

Sussex County Association of REALTORS

Broker Licensing Course

Approved

Module(s): Broker Licensing

Credit Hours: 99

Long & Foster Institute of Real Estate

Buyer Representation and Forms

Approved

Module(s): New Licensee Module 2 or CE Module 3

Credit Hours: 3

Seller Representation and Forms

Approved

Module(s): New Licensee Module 3 or CE Module 3

Credit Hours: 3

Ultimate Real Estate Professionalism

Approved

Module(s): New Licensee Module 4 or CE Module 7

Credit Hours: 3

OnCourse Learning Real Estate

Short Sales and Foreclosures

Approved

Module(s): 6

Credit Hours: 3

Coldwell Banker Resort Realty

Legislative Update

Approved

Module(s): 5

Credit Hours: 3

Parkway Law

Understanding Ethics & Arbitration

Approved

Module(s): New Licensee Module 1

Credit Hours: 3

Buyer Representation Back to the Basics

Approved

Module(s): New Licensee Module 2

Credit Hours: 3

Seller Representation Back to the Basics

Approved

Module(s): New Licensee Module 3

Credit Hours: 3

Raising the Bar on Professionalism

Approved

Module(s): New Licensee Module 4

Credit Hours: 3

Protecting Yourself by Understanding Agency & Fair Housing

Approved

Module(s): 1

Credit Hours: 3

Understanding the Real Estate Documents

Approved

Module(s): 3

Credit Hours: 3

What's Involved with Office Management

Approved

Module(s): 4

Credit Hours: 3

Understanding Commercial, Property Management and Land Use

Approved

Module(s): 6

Credit Hours: 3

Kent County Association of REALTORS

Agency & Fair Housing

Approved

Module(s): 1

Credit Hours: 3

Ethics

Approved

Module(s): 2

Credit Hours: 3

Not Your Mother's Ethics Class

Approved

Module(s): 2

Credit Hours: 3

50 Shades of Contracts An Advanced Look at the Agreement of Sale

Approved

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Module(s): 3
Credit Hours: 3

First Time Home Buyers – Guiding A Buyer into a First Home **Approved**

Module(s): 3
Credit Hours: 3

Understanding the Agreement of Sale - Contracts **Approved**

Module(s): 3
Credit Hours: 3

Bigger, Better, Faster, More Changes to Real Estate Documents **Approved**

Module(s): 3
Credit Hours: 3

New Disclosure Forms: What you need to know **Approved**

Module(s): 3 or 5
Credit Hours: 3

Be A Hero to Your Client **Approved**

Module(s): 3 or 6
Credit Hours: 3

Real Estate Jeopardy – Real Estate Documents and Real Estate Practice **Approved**

Module(s): 3 or 6
Credit Hours: 3

What's Involved with Office Management **Approved**

Module(s): 4
Credit Hours: 3

Risk Management **Approved**

Module(s): 4
Credit Hours: 3

Real Estate Jeopardy – Office Management and Legislative Issues **Approved**

Module(s): 4 or 5
Credit Hours: 3

Current Issues in Agency Law **Approved**

Module(s): 5
Credit Hours: 3

Legislative Landmines **Approved**

Module(s): 5
Credit Hours: 3

Disclosures **Approved**

Module(s): 5
Credit Hours: 3

USDA Renovation Loans **Approved**

Module(s): 6

Credit Hours: 3

Quirks in Real Estate – Practical Resolutions to Problems **Approved**

Module(s): 6

Credit Hours: 3

Short Sales and Foreclosures **Approved**

Module(s): 6

Credit Hours: 3

Practical Tips for Listing Agents **Approved**

Module(s): 6

Credit Hours: 3

Don't Let Your Sale Fall Apart (and what to do if it does) **Approved**

Module(s): 6

Credit Hours: 3

Boots to Home Buying – VA Lending Basics and Military/Veteran Rights **Approved**

Module(s): 7

Credit Hours: 3

What's New in 2019 **Approved**

Module(s): 7

Credit Hours: 3

Mortgages 101 **Approved**

Module(s): 7

Credit Hours: 3

DSHA Programs for Homebuyers **Approved**

Module(s): 7

Credit Hours: 3

Residential Real Estate Council

Succession Planning: Building, Valuing and Selling Your Business **Approved**

Module(s): 6 & 7

Credit Hours: 6

7 Things Successful Agents Do Differently: A Proven Business System **Approved**

Module(s): 6 & 7

Credit Hours: 6

Zero to 60 Home Sales a Year (and Beyond) **Approved**

Module(s): 6 & 7

Credit Hours: 6

Turning New Homes into Ongoing Revenue **Approved**

Module(s): 6 & 7

Credit Hours: 6

Mastering Relevant, Consumer-Focused Marketing **Approved**

Module(s): 6 & 7

Credit Hours: 6

Win-Win Negotiation Techniques **Approved**

Module(s): 6 & 7

Credit Hours: 6

Building a Team To Grow Your Business **Approved**

Module(s): 6 & 7

Credit Hours: 6

Converting Leads into Closings **Approved**

Module(s): 6 & 7

Credit Hours: 6

Mastering Your Time to Achieve Your Goals **Approved**

Module(s): 6 & 7

Credit Hours: 6

Building An Exceptional Customer Service Referral Business **Approved**

Module(s): 6 & 7

Credit Hours: 6

Technologies to Advance Your Business **Approved**

Module(s): 6 & 7

Credit Hours: 6

Financing Solutions to Close the Deal **Approved**

Module(s): 6 & 7

Credit Hours: 6

Buying and Selling Income Properties **Approved**

Module(s): 6 & 7

Credit Hours: 6

Effective Buyer Sales Strategies **Approved**

Module(s): 6 & 7

Credit Hours: 6

Listing Strategies for the Residential Specialist **Approved**

Module(s): 6 & 7

Credit Hours: 6

Business Planning and Marketing for the Residential Specialist **Approved**

Module(s): 6 & 7

Credit Hours: 6

Business Planning and Marketing for the Residential Specialist **Approved**

Module(s): 6 & 7

Credit Hours: 6

Generational Marketing Innovative Strategies Across All Generations **Approved**

Module(s): 6 & 7

Credit Hours: 6

Increase Wealth with Rental and Other Investment Properties

Approved

Module(s): 6 & 7

Credit Hours: 6

Brokers Realty Group LLC

Practice with Professionalism

Approved

Module(s): 6

Credit Hours: 3

Review of Instructor Applications

Mr. Rushe moved, seconded by Ms. Steele, to recommend approval, contingent approval, denial, or tabling, of the following instructor applications as noted below. By unanimous vote, the motion carried. Ms. Broadway abstained from the review of Elisa Morris.

Justin Kierstead – New Application

Approved – mod 7 only

Mr. Rushe moved, seconded by Ms. Tatman to add Christina Quinn to the agenda. By unanimous vote, the motion carried

Christina Quinn – New Application

Approved – mod 7 only

CORRESPONDENCE

There was no correspondence before the committee.

OTHER BUSINESS BEFORE THE COMMITTEE (for discussion only)

There was no other business before the committee

PUBLIC COMMENT

There was no public comment

NEXT SCHEDULED MEETING

The next meeting will be held on Thursday September 5, 2019 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Broadway moved, seconded by Ms. Tatman to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 11:23 a.m.

Respectfully submitted,

Alison Warren

Alison Warren

Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.

